



OFFICE MEMORANDUM

DATE: July 1, 1998

TO: Region Engineers
Region Associate Delivery Engineers
Region Construction Engineers
Region Utilities/Permits Engineers
TSC Managers
Resident/Project Engineers

FROM: C. Thomas Maki
Chief Operations Officer

Gary D. Taylor
Chief Engineer/Deputy Director
Bureau of Highway Technical Services

SUBJECT: **Bureau of Highway Instructional Memorandum 1998-6**
Notification of Overwidth and Overweight Restrictions on Construction Projects
Using the AAA Notification Form

Construction zone restrictions for oversize/overweight permits have become a public relations problem. In order to provide Real Estate Division's Transport Permits Unit with consistent and timely notification of overwidth/overweight restrictions through construction areas, the "Slowdown Notification for AAA" form should be used (attached). This form already includes some of the information needed to set permit restrictions and is well suited to accommodate the additional information needed. Use of this form will eliminate the need to issue a separate notice regarding restrictions. It will also provide timely notice of changes that affect restrictions and when the restrictions can be removed.

The revised Procedure for Traffic Slowdowns and Reports is attached. It outlines the procedure for using the AAA form. When overwidth/oversize restrictions through construction projects are issued, the following modified procedure applies:

- 1. Notification should be sent two weeks before the start date. Revised notification for changes in traffic restrictions and notifications of completion should be sent as soon as possible.**
- 2. Additional information for permit restrictions will be added to the "How Traffic Will Be Affected" Section.**
- 3. Distribution of the form via GroupWise by the Transportation Service Center (TSC) is to include the TSC/Region contact, but should also include the TSC/Region permit agent and Linda Taylor (taylorli), Supervisor of the Lansing Transport Permits Unit.**

When filling out the form, the following concerns are to be addressed, if applicable:

- 1. Overwidth/overweight loads are not allowed on detours.**
- 2. The legal width for trucks is 8 feet-6inches and permits are issued for widths up to 16 feet. Therefore, the width of the available traffic lane should be provided, so permits up to the available width can be approved.**
- 3. Overweight restrictions must apply when a bridge is under part-width repair or construction. Overweight restrictions also apply to a road construction project that is maintaining traffic on reduced pavement depth.**
- 4. If the construction is overhead, height restrictions may apply.**
- 5. While project limits are defined by the nearest intersection, permit restrictions are defined by the nearest identifiable location on the State of Michigan map (county line, town, or trunkline intersection). Include these limits and the specific construction limits.**
- 6. Permit restrictions should be rescinded when the road is open to traffic and during seasonal suspensions.**

Any questions about permit restriction information should be directed to Linda Taylor at 517-373-2123.

Chief Operations Officer

Chief Engineer/Deputy Director

Attachments

BOH:NR:C&T/RED:PJ:JG:jp

cc: Lansing C&T Division Engineers
Lansing C&T Division Technicians
Real Estate Division
Design Division
Maintenance Division
Traffic & Safety Division
J. DeSana
T. Maki
G. D. Taylor
S. Kulkarni
J. Reincke

R. Knapp	A. Clery
J. Ruskowski	P. Rang
A. Suber	
P. Isom	
V. Blaxton	
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AUC	
FHWA	
MRBA	
D. Spangenberg	
L. Taylor	

CONSTRUCTION SLOWDOWN PROCESS PARTNERSHIP WITH AAA MICHIGAN

May 1998

PURPOSE:

This procedure will outline responsibilities of transmittal and distribution of traffic information by MDOT and MDOT's communication partners, AAA Michigan, including distribution to the media. Robert Morosi, our AAA contact, is in the GroupWise address book. His supervisor, Debra Pearson, also has an address there.

Each region has determined how it will handle project notification to AAA. Some are using a region contact. Others are using TSC contacts to communicate directly with AAA Michigan. **These are the official contacts. Only these people will work with and receive information from AAA.**

MDOT's electronic mail system, GroupWise, is used to transmit and communicate. AAA Michigan also uses GroupWise for this process. In some cases, FAXES may be necessary.

GENERAL:

When TSC contacts/project engineers determine construction on a project will begin, end or change, this will be transmitted to the TSC/region contact on a regular and as-needed basis. The TSC/region contact will compile project information and transmit it, via GroupWise, to AAA Michigan on a regular basis, with a carbon copy to the appropriate Office of Communications regional media contact and supervisor in either the Office of Communications or Metro Region.

AAA will compile information from seven regions and GroupWise one weekly report back to:

- *Appropriate TSC/region contact,
- *Appropriate Office of Communications representative,
- *Other MDOT staffs who are to receive it, and
- *Trudy Atwood, Travel Michigan

AAA will distribute to the media. AAA will FAX the compiled traffic report to the 13 welcome centers each Tuesday a.m. (they do not have GroupWise.)

The Office of Communications will assist the TSC/region contact in monitoring information and the process.

RESPONSIBLE PARTNER

ACTIVITY

Project Engineer

Determine when a construction project is to begin, end or traffic pattern will change.

As part of preparation, complete "Traffic Slowdown" information, using approved slowdown format and provide it to TSC/region contact. If originating office (project or resident office) does not have GroupWise, contact is to FAX the slowdown, in format, to the TSC/region contact.

TSC/Region Contact

Receive, clarify and begin to compile reported slowdowns in preparation for weekly GroupWise transmittal to AAA.

By 10:00 a.m. **EACH MONDAY**, GroupWise to Robert Morosi (morosir) at AAA with a carbon copy to:

- *Superior Region: Bill Shreck

- *North Region: Bill Shreck

- *Bay Region: Terrion Maxwell and Jan Seeger (Brighton & Davison TSC communications)

- *University Region: Terrion Maxwell and Jan Seeger (Brighton & Davison TSC communications)

- *Grand Region: Ari Adler

- *Southwest Region: Ari Adler

- *Metro Region: Brenda Peek

- *Senior Manager: Robin Pannecouk

- *Office of Communications: Colleen Upton

TSC/Region Contact

Continue to GroupWise routine slowdowns to AAA even after the Monday 10:00 a.m. deadline. AAA will include these in their regular updates (for the Metro Detroit area) and in the following week's traffic report.

NOTE: Prior planning by project engineers and TSC managers will minimize last minute notification of slowdowns. However, if one should occur, notify TSC/region contact, who will notify AAA and the appropriate region communications representative for assistance in disseminating information to the media and others, as appropriate. The approved format will be used. The TSC/region contact is expected to contact the local media (as appropriate), ambulance services, police agencies, etc.

Office of Communications Regional Media Representative

Review the GroupWise slowdown report submitted to AAA to determine if a news release is needed. If so, prepare release.

AAA

Compile traffic information from TSC/region contacts into weekly traffic report.

Each Tuesday morning, AAA will GroupWise weekly report to:

- *Each TSC/region contact person
- *Office of Communications contacts
- *Brenda Peek, Metro Region Communications
- *Trudy Atwood, Travel Michigan.

FAX to 13 Welcome Centers.

Distribute to media.

AAA

NOTE: If AAA is unable to transmit completed report to MDOT via GroupWise due to equipment/software failure, AAA will FAX a copy to the Office of Communications for dissemination within MDOT. The Office of Communications will GroupWise to TSC/region contact, other MDOT distribution list and FAX to welcome centers. AAA is responsible for distribution to the media.

**Office of Communications
Regional Media Reps and
TSC/region contact**

Tuesday morning, receive AAA report via GroupWise. Compare information on report to slowdown information TSC/region contact submitted to ensure these are included and accurate. To amend AAA report, TSC/region contact or communications rep will contact AAA.

On Tuesday, GroupWise (or FAX) AAA traffic report to region engineer and, as needed, project engineers.

TSC/Region contact

If project engineer determines clarifications or corrections are needed to AAA weekly report, project engineer notifies TSC/region contact.

Project Engineer

GroupWise clarification or correction to AAA, with a carbon copy to the Communication Office contact.

TSC/Region contact

LIST OF TSC/REGION CONTACTS:

The region engineer or TSC manager has designated the following people as contacts. These are the only people with whom AAA will contact and who will receive weekly AAA reports. To change any of these contacts, the region engineer is to contact this office, who will notify Robert Morosi at AAA Michigan.

Superior Region

TSC Contacts

Julie Hammill, Crystal Falls

Valerie Mellon, Escanaba

Marion Johnson, for Manager in Ishpeming

John Batchelder or Craig Kelso, Newberry

North Region

TSC Contacts

Jack Lyon, Cadillac

Phil Becker, Alpena

Rise Rasch, Traverse City

Bonnie Bussard, Grayling

Bay Region

Becky Uhelski

University Region

John Aerts

Grand Region

Suzette Peplinski, Region

Karl Koivisto, Region

Southwest Region

Greg Johnson

Metro Region

Stacey Norton

Final distribution 5-15-98

SLOWDOWN NOTIFICATION FOR AAA

DATE SUBMITTED TO AAA: **DATE**

STATUS: **KEYBOARD**(new, revised, or completed)

CONTACT: **KEYBOARD**(name and phone number)

TSC-REGION/COUNTY: **KEYBOARD**(tsc-region name/county name)

HIGHWAY: **KEYBOARD**(Specific location/highway numbers) (OPTIONAL: You may include job number if you want to)

CLOSEST CITY(IES): **KEYBOARD**(nearest major city)

LOCATION: **KEYBOARD**(description of project with street names, etc.)

STARTING DATE: **KEYBOARD**(anticipated starting date)

COMPLETION DATE: **KEYBOARD**(anticipated completion date)

HOW TRAFFIC WILL BE AFFECTED: **KEYBOARD**(Impact on motoring public, time delays to expect, permit restriction limits, available lane width, etc.)

NATURE OF WORK: **KEYBOARD**(type of work being done)

LENGTH OF JOB: **KEYBOARD**(in miles plus 10ths of miles)

SUGGESTED ALTERNATE ROUTES: **KEYBOARD**(specific routing suggestions)

CUSTOMER BENEFIT: **KEYBOARD**(promotional information)

SPECIAL NOTES: **KEYBOARD**(additional comments)